

OFFICE OF THE FIRST LADY

Job #: **030-02**

Division: Residence

Location: Indianapolis, Indiana

Job Duties (potential projects):

Assist the First Lady's chief of staff. Duties include but are not limited to:

- Drafting advance briefings and remarks.
- Drafting media advisories and releases.
- Researching and assisting in the implementation of the First Lady's focus issues.
- Travel to statewide locations with the First Lady.
- Routing First Lady's correspondence to appropriate party.
- Drafting correspondence to respond or decline event invitations.
- Developing opportunities for First Lady to interact with media/public on a regular basis.

Assist Residence Director. Duties include but are not limited to:

- Assist in coordinating legislative events at the residence.
- Assist in the planning and execution of internal and external events.

Perform any duties as assigned by the First Lady.

Minimum Qualifications: One year of college experience with an interest in government and communications.